

Professional and Managerial Branch
Fiscal and Tax Administration Group
Fiscal Series

MUNICIPAL SERVICES ADMINISTRATOR ASSISTANT DIRECTOR

Classified Service
08/02 (JAS)

Summary

Under general direction, manage non-engineering staff services for the Public Works Group including fiscal administration of facilities construction, capital improvement, transportation planning and environmental protection programs, interdepartmental customer service, safety or similar support functions, and facilities maintenance.

Typical Duties

Direct and monitor availability, disbursement and expenditures of bond, grant, matching funds and other revenue for planning, design, construction and allied multi-department and interagency projects embracing building inspection and code enforcement, engineering, machinery and mobile equipment maintenance, solid waste collection and disposal, street construction and maintenance and traffic signals and signs system operations and services. Involves: developing and integrating Group fiscal procedures in conjunction with Public Works, City financial and funding organizations to ensure conformance to accepted policies and standards; researching potential financial resources and recommending feasible funding alternatives for projects contemplated; writing grant proposals, program objectives and funding positions statements, and examining and consolidating Group operating and capital budget requests and master plans; ascertaining character and extent of additions, changes and deletions in project proposals and work in progress by reviewing research findings, results reports and visiting work sites as needed; periodically and as requested auditing project costs and schedules for adherence to funding limits and completion requirements, assessing impacts of variations from estimates, and recommending remedial administrative actions to own superior, other interested executives, City officials, other jurisdictions, and funding or regulatory agencies; drafting authorizations to initiate projects, releasing projects funds according to annual and multi-year schedules, distributing forms and supporting documents, and processing approved change orders for issuance; verifying funding for project scope changes during design phases; analyzing bond sales, appropriations, changes and transactions, and journalizing charges, balancing reconciling financial accounts; checking bid advertisements for consistency with fiscal and administrative provisions of construction or other contracts to be awarded and opened bids for patterns impacting cost estimates, and recommending contingency funding if necessary; counseling elected officials, department heads or their designees, and other functionally interested on administrative and fiscal issues pertaining to changes and conflicts in project execution priorities which includes explaining effects of policy decisions, changes in priorities and status of financial resources.

Act for the Public Works Director on day-to-day interdepartmental personnel and other general administrative matters, and establish, direct and control designated Public Works function. Involves: serving on or chairing committees and task forces to evaluate status and progress of current Group operations and services, recommend new or changes in long and short range plans, and identify and forecast needs for human, financial and physical resources; meeting with representatives, effectively defining, publishing and enforcing policies, methods and standards for Group-wide administration and subordinate units; implementing and overseeing building and structures preventive maintenance, janitorial services, disputes resolution, public relations, safety training and accident investigation programs; coordinating, reviewing and advising on annual request for departmental funding and administration of adopted budgets; approving expenditures and requisitions for tools, equipment, supplies and outside temporary services as authorized; ensuring internal and external complaints and suggestions are processed expeditiously and satisfactorily processed; arranging for guidance or action from higher level executives on unprecedented problems or deviations from City-wide policies or practices, or from qualified engineering professionals on complex technical problems or questions; conferring with engineering and maintenance personnel and consultants to assess conditions of facilities and operating life of equipment, propose priorities and timing of building and capital improvement projects optimize labor and materials allocation and usage, and minimize operating costs and disruption of work of facility occupants; compiling and analyzing results, cost and personnel statistics for subordinate units, representing Group administrative interests when conferring with and delivering presentations to officials of other cities, counties, states, federal agencies, public utilities and regional jurisdictions, business organizations and civic groups in collaboration with personnel accountable for providing in depth explanations of technological issues regarding nature and goals of programs; participating in contract negotiations as authorized; drafting resolutions and other official documents; ensuring mutual compliance with performance terms and conditions of contracts and grants.

Supervise assigned supervisory and non-supervisory professional, administrative, clerical, trades and labor personnel directly or through subordinate supervisor. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and reviewing ratings by subordinates; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-

subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform miscellaneous related managerial and administrative duties as required. Involves substituting as qualified for subordinates during temporary absences to maintain continuity of normal operations and services; conducting special studies; serving on ad hoc committees.

Minimum Qualifications

Training and Experience: Graduation from accredited college or university with a Bachelor's Degree in Business or Public Administration, Engineering or related field; and eight (8) years of professional, managerial or administrative experience in public works service sand operations that regularly dealt with preparation and fiscal oversight of operating budgets, or capital improvement and acquisition projects at least two (2) years of which in a second or higher level supervisory capacity, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of public sector accounting and budgeting principles and standards; municipal or comparable public works services and operations; Considerable knowledge of: managerial, personnel and administrative practices and procedures; automated financial management information systems. Good knowledge of: customer service and safety programs.

Ability to: exercise initiative and resourcefulness to independently determine approaches and devise methods to attain general administrative goals for a group of departments within the broad public works policies; analyze numerous concrete and abstract factors, and exercise judgment in weighing the suitability and effects of alternative to make decisions or solve problems pertaining to non-engineering public works administrative matters of considerable complexity and under unusual circumstances; coordinate or engage in activities to consolidate, prepare, present, implement and control detailed multi-department operating and capital budgets, accurate financial and economic analyses and reports, project funding schedules, related accounts and records, and administrative policies and procedures; establish and maintain effective working relationships involving persuasive dealings with fellow employees, executives, consultants, contractors, elected officials and the general public; fairly and impartially exercise supervisory authority over assigned subordinates.

Skill in safe operation and care of: personal computer and peripherals including installed generic and specialized software; motor vehicle.

Physical Requirements: Occasionally drive automobile through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent issued by another state.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works emergency operations.

Human Resources Director

Department Head